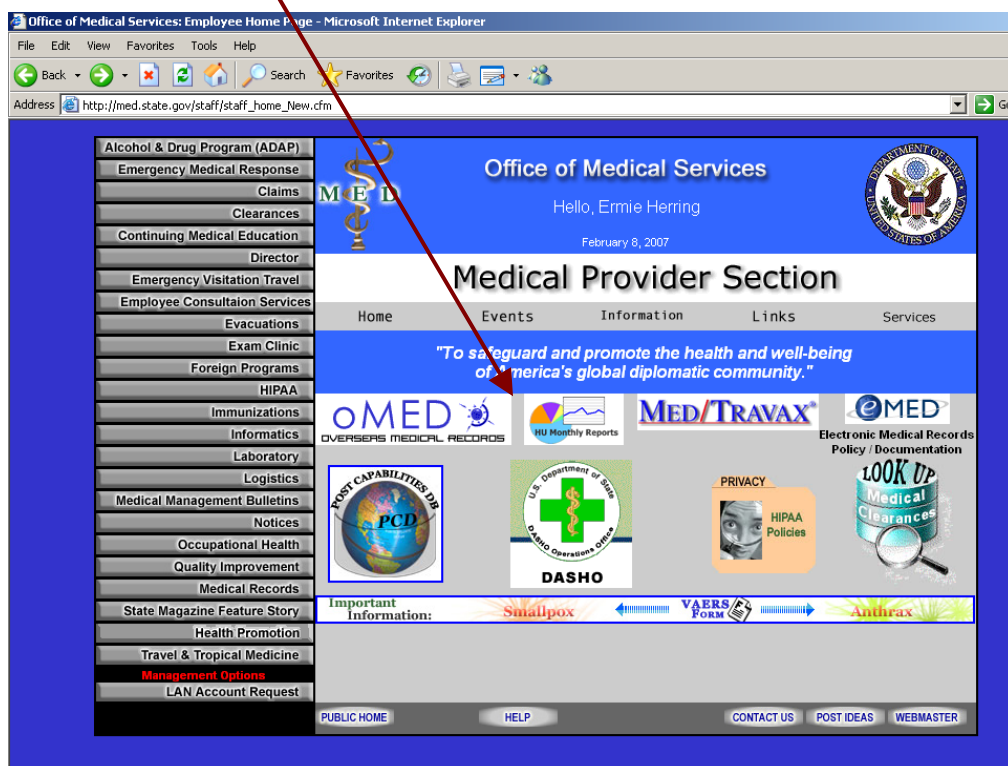


HU Monthly Reports Web-Based Application Instructions

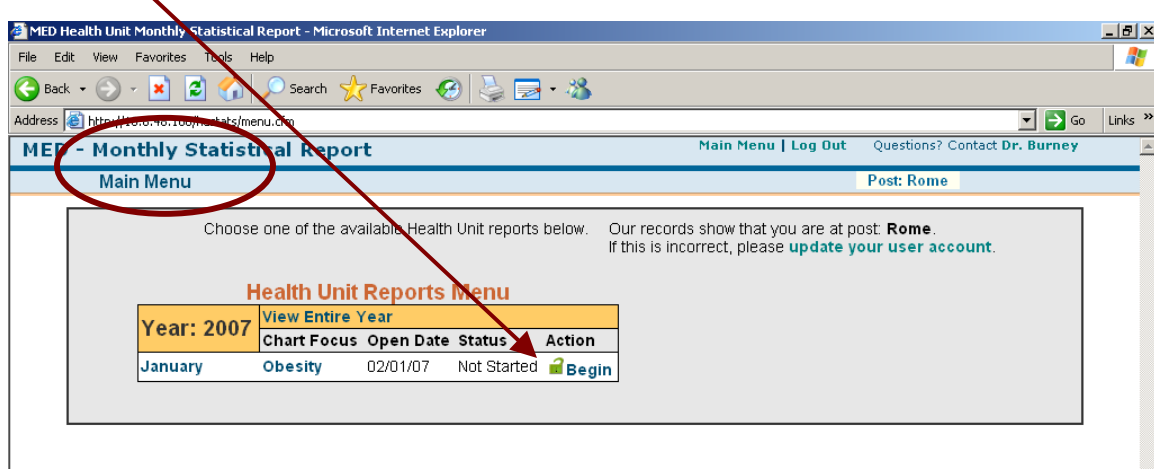
The application is located on MED website at the provider side. You will need a MED web account in order to access the provider side. You do not need a separate password to access the application.

The **HU Monthly Reports** icon is next to oMED icon.



When you click the icon, the application will open to the **Main Menu** Section. See below.

Click **“Begin”** under Action to start the survey.



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This will take you to **Post Information Section**. This is where you enter information about your post and number of USG employees, FSNs and children.

- All fields on this page are required except for FSN and USG Children at post fields.
- These entries will carry forward for each month but can be modified as needed.
- See example below.

Click **“Save and Continue”** button to save the information and to continue to the next section.

There are 2 ways to advance to the next section:

- Click **“Save and Continue”** button (as mentioned above)
- Click the corresponding button on **the menu bar** to go to specific section (see menu bar in the example above)

The following instructions utilize the **buttons on the menu bar**:

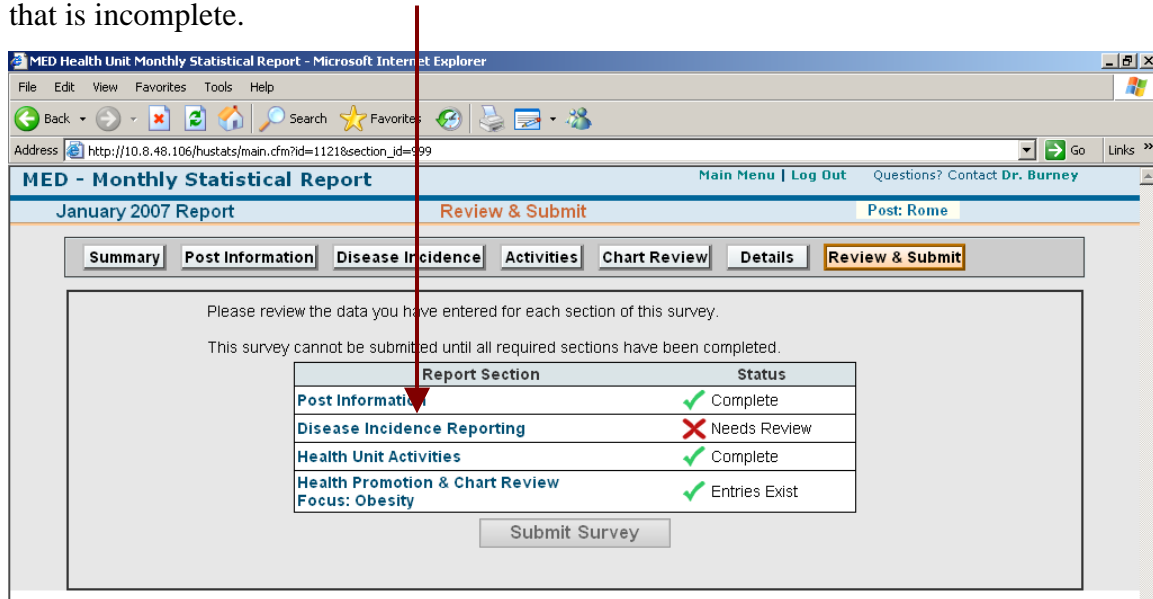
1. Click the **Disease Incidence** button from the menu bar to open this section. Enter the required information.
 - a. This section is where you enter the number of New Cases each month for each of the conditions or diseases.
2. Click the **Activities** button from the menu bar to open this section. Enter the required information.
 - a. This section is where you enter the number of Office Visits, Medevacs, hospitalizations and the number of participants who attended any education related activities.
3. Click the **Chart Review** button from the menu bar to open this section. Enter the required information.

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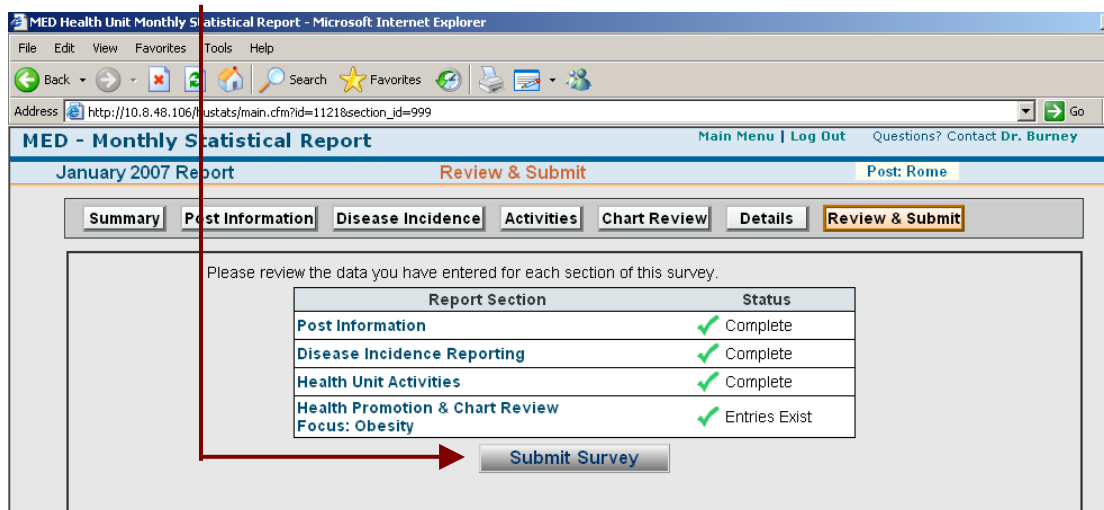
4. Click the **Details** button from the menu bar to open this section. Enter the required information.
 - a. This section is where you to enter detailed information on Medevacs and Hospitalizations.
5. Click the **Summary** button to monitor your progress (it becomes visible once you have populated the above sections).

The **Summary Section** allows you to review the data you have entered for each section before submitting your survey. The survey **cannot be submitted** until sections have been completed.

To complete your entry, click the item under **Report Section** that needs further review or that is incomplete.



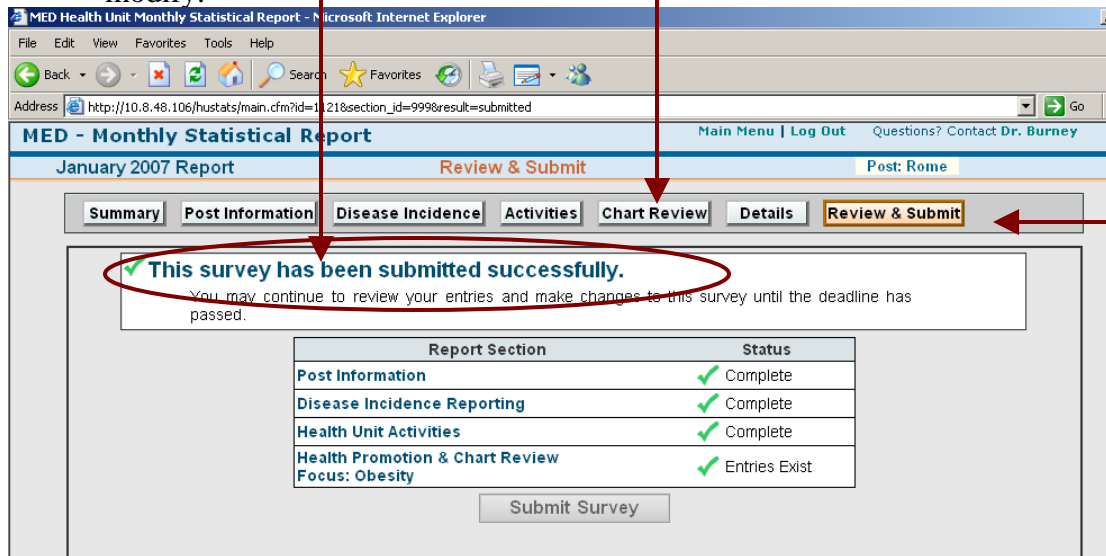
Click **Submit Survey** if all sections are complete.



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If the survey **has been successfully submitted**, it will be indicated on the screen. You can still modify the data you entered **until the survey is officially closed**.

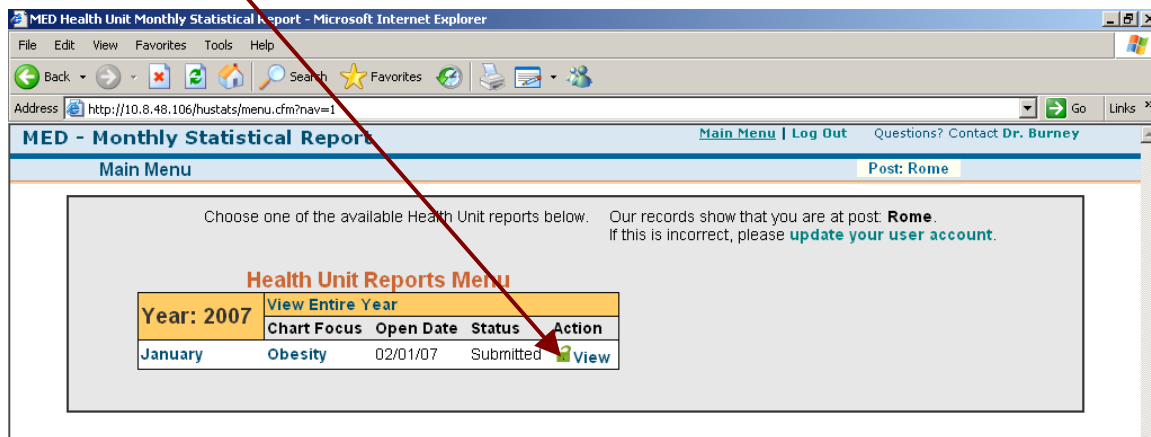
- To modify, click the button on the **menu bar** to open the section you wish to modify.



Buttons on the Menu Bar

To modify data after you're logged off the system:

- Click the HU Monthly Reports icon. It will open the Main Menu Section
- Click **view** to review or modify data.



If you need help navigating the HU Monthly Reports application, please contact Medical Informatics Help Desk at 202-663-1765 or email at MIHelpDesk@state.gov (MED IT Support/Help Desk)

Dr. Burney will provide separate instructions on types of information that are entered in HU Monthly Reports. He can be reached at 202-663-2453 or email at BurneyRG@state.gov

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